

CODE ENFORCEMENT DEPARTMENT



**PERMIT REQUIREMENTS FOR ONE AND TWO
FAMILY DWELLINGS**

VERSION OCOBER14, 2002

PERMIT REQUIREMENTS:

The following improvements require a permit:

- ☐ New construction, additions, remodeling, of any building or building system.
Remodeling means: a change to a building elevation, a change to egress paths, modifications to floorplans or layouts where walls are added greater than five foot nine inches in height and any changes made to protective systems.
- ☐ Change the use or occupancy of a building or space
- ☐ Demolition work, including the removal of structures over 150 square feet
- ☐ Any work associated with changing the occupancy or use of a building
- ☐ Accessory buildings over 150 square feet
- ☐ New or replacement heating and air conditioning systems
- ☐ Plumbing work on any building; water/sewer lines, septic tanks, wells, and fire lines where additional lines or fixtures are added
- ☐ Any electrical work where load is increased or circuits added
- ☐ Signs
- ☐ Grade/fill work, site clearing greater than 300 Sq. Ft. in the flood plain or any excavation or fill in excess of 100 cubic yards

Permits Issued for compliance with Fire Codes

Application for these permits may be obtained at Code enforcement.

- ☐ Installation, additions and alterations to Fire Protection Systems; including sprinkler systems, fire hydrants, commercial cooking hoods, and computer labs
- ☐ Installation, additions and alterations to Fire Detection Systems; including commercial fire alarm systems, residential/household alarm systems, and smoke detectors in multi-family buildings
- ☐ Installation, additions and alterations to Fire ponds, cisterns or sprinkler systems for compliance to Rural Fire Supply
- ☐ Tanks and equipment for flammable and combustible liquids
- ☐ Liquid Petroleum Gas above and below ground tanks
- ☐ Oil burner permits
- ☐ Fireworks, pyrotechnics and blasting
- ☐ Annual Assembly and Educational occupancy
- ☐ Haunted houses
- ☐ Candles- Assembly and Educational occupancy
- ☐ Commercial welding or cutting

The following improvements do not require a permit::

- ☐ Minor, non-structural repairs. Repairs means: replacement of the parts of a building with new parts that are the same or equal. Painting, papering, tiling, carpeting, cabinets, counters tops and similar finish work are considered repairs.
- ☐ Repair or replace any portion of a system such as parts of a plumbing or electrical system
- ☐ Repair faucets or valves, and unstop clogged drains and sewer lines
- ☐ Gutters, drainpipes and fences
- ☐ Replace existing doors and windows provided they are not fire doors or egress windows
- ☐ Residing and reroofing
- ☐ Movable cases, counters and partitions not over five feet nine inches high.
- ☐ Any portable heating appliance
- ☐ Any portable ventilation equipment
- ☐ Any portable cooling unit
- ☐ Any steam, hot or chilled water piping within any heating or cooling equipment regulated by this code
- ☐ Any self-contained refrigeration system containing 10 lb (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less
- ☐ The installation, replacement, removal, or metering of any load management control device

Plans examination by the Code Enforcement Department are not required for the following:

1. Replacing existing equipment such as mechanical units, water heaters, etc.
2. Minor electrical, plumbing and mechanical repairs
3. Annual maintenance permits

RESIDENTIAL PLAN REVIEW:

The following s required for permit applications.

✓ **Three Sets of Plans drawn to scale consisting of:**

- ☐ A site or plot plan (locate all buildings)-Scale 1" = 20'
- ☐ Foundation plan- Scale 1/4" = 1'
- ☐ Floor plan- Scale 1/4" = 1'
- ☐ Elevations- Scale 1/4" = 1' or Scale 3/4" = 1'
- ☐ Sections/ framing details- Scale 3/4" = 1'

These plans must be in listed scale and of sufficient clarity to accurately describe the proposed work and demonstrate compliance to all codes and ordinances. Plans must be fully dimensioned for critical dimensions. Site plans should identify the project, designer and have a north arrow.

✓ **A complete application:**

All fields completed and accurately described; the who, what and where of the proposed work.

- ☐ A curb cut permit from the Planning Department, if needed; or apply for the permit
- ☐ Septic approval, if needed
- ☐ Street number from the City Engineer, if needed
- ☐ Application for, or a copy of the Flood Plain Development Permit
- ☐ Signature by the owner or authorized agent
- ☐ Signature of the Electrical and/ Plumbing contractors, if needed

RESIDENTIAL INSPECTION REQUIREMENTS

A copy of the approved plans for the building project also must be available in a weatherproof enclosure for use by the Code enforcement Department staff each time an inspection is conducted. As each inspection is made, the inspector will make a “pass” or “fail” notation on the card. If a portion of the project “fails” an inspection, the inspector will leave a “rejection notice” detailing what code violations were found. Work may not proceed until the “approved column” has been signed for each required inspection.

The Code Enforcement Department staff tries to complete all inspections on the day they are requested. But occasionally, the department’s workload exceeds the ability of the staff to get to all sites it must inspect. If an inspection cannot be conducted on the day it is scheduled, it will move to the top of the list of inspections for the following day. The department will make all efforts to contact the applicant. It is important that subsequent work not begin until the appropriate approval has been made on the Inspection/Data Card. No work in progress shall be concealed without written approval by the department.

These inspections are the minimum for a new single family home. Most of the inspections described are needed for additions and remodeling.

✓ FOOTING INSPECTION:

Footing trenches are dug according to plans approved for the project. The footing trench must be inspected before any concrete is poured.

- ☐ All trenches or excavations and formwork shall be in accordance with the size(s) and configuration(s) as per permit plans and code.
- ☐ Area within excavation or forms must be properly compacted.
- ☐ The bottoms of all foundations shall be below the frost line – (48” minimum)
- ☐ All steel reinforcement must be in place overlapped, and tied as required.
- ☐ Foundation survey shall be provided or property markers shall be exposed and strung, and properly sized, supported, spaced, up to verify property setback requirements.
- ☐ All electrical, plumbing; gas or mechanical components must be completed, tested and passed inspection before concealing.

✓ FOUNDATION INSPECTION:

For structures with a crawl space or basement, the foundation inspection will follow the footing inspection. The foundation wall, which supports the floors and walls of the structure, must be formed ready for concrete with reinforcement and blockouts for any required ventilation or access areas.

✓ BUILDING SLABS:

If the structure is to be built on a concrete slab-on-grade, several inspections are necessary before concrete may be poured. First, the slab area must be graded and compacted, ready for concrete. Second, if any plumbing, electrical wiring, gas

piping and/or mechanical ductwork is to be installed beneath the slab, each type of trade work must be inspected and approved before the slab is poured. This is called a trade “groundwork inspection.” Following these approvals, washed and crushed stone, wire mesh and vapor barrier materials should be installed before the “building slab” inspection is scheduled.

- ☐ All excavations and/or forms erected in accordance with the size and configuration as per the permit plans.
- ☐ Area within excavation of formwork must be properly compacted.
- ☐ Vapor barrier, steel reinforcement and expansion joint materials properly in place.
- ☐ All electrical, plumbing, gas and mechanical components must be completed, tested and passed inspection before concealing.

✓ **ROUGH-IN INSPECTIONS:**

(Each of these inspections may be scheduled at the same time.)

✓ **ELECTRICAL ROUGH-IN:**

All electrical wall boxes, including recessed light fixtures and exhaust fan housings, must be in place. All wiring must be installed, with joints and equipment grounds prepared, and ready for the installation of electrical devices. No fixtures or devices should be installed at this inspection.

- ☐ All conduits, raceway boxes and other components must be in place and secured to studs and ceiling joists.
- ☐ Wiring must be installed in conduits, raceways, and panels.
- ☐ All wiring joints shall be completed.
- ☐ Wiring provisions made for smoke detectors.

✓ **ELECTRICAL SERVICE CONNECTION**

- ☐ Temporary connection of power for construction purposes overhead or underground to a power pole or approved service is permitted upon approval of the electrical inspector.
- ☐ Power can be disconnected at any time when ordered by the electrical inspector
- ☐ Temporary service will not be used to power the building or systems without the express written permission of the electrical inspector.

✓ **ELECTRICAL SERVICE INSPECTION**

- ☐ Conduit for overhead/underground service must be properly attached. Weatherhead must have raincaps with conductors having proper drip loop.
- ☐ Meter can must have a lightning arrestor, and the service must be properly grounded.
- ☐ Thru-roof risers must have a weatherproof boot installed.

✓ **PLUMBING ROUGH-IN:**

All water and sewer piping within the structure should be in place and protected as necessary with all supports in place. Water and drainage systems should be tested to City water pressure for water lines and at 10-foot head for drainage or air tested if permitted.

- ☐ All piping must be properly supported, and all water and sewer lines must have the proper test and passed inspection before covering.

✓ **FRAMING:**

- ☐ All wall and roof sheathing must be installed in accordance with the fastening schedule on the approved plans and shall be inspected prior to dry-in.
- ☐ All framing, bracing, fireblocking, draftstopping and anchoring devices must be in place and installed in accordance with the type, sizes(s) and configuration(s) on the approved plans.
- ☐ Walls, partitions, floors, floor/ceiling and roof ceiling assemblies must be installed in accordance with the approved plans.
- ☐ Rooms, spaces, corridors, and doorways shall be sized and configured in accordance with the approved plans.
- ☐ The building must be weather-tight and the roof dried- in, windows and doors installed and completed.
- ☐ Fireplace and chimney must be installed and provided with the proper clearances as per manufacturer specifications.
- ☐ Every sleeping room in dwellings and dwelling units must have emergency egress openings (windows), which shall be sized and installed per code.
- ☐ Attic and crawl space ventilation must be provided.
- ☐ All electrical, plumbing, gas and mechanical components must be completed, tested and passed inspection before concealing.
- ☐ All safety glazing in hazardous locations must be in place and properly identified. Provide certificate of elevation when required (flood zone).

✓ **INSULATION INSPECTION/ VAPOR BARRIER:**

An inspection is required prior to the installation of wallboard of the insulation detailed on the plans to ensure compliance with the Energy Code.

✓ **FIRE DEPARTMENT INSPECTIONS:**

If an oil burner has been installed or any improvements for compliance with rural fire supply have been made, inspections of the work must be made by the Fire Prevention Bureau.

✓ **FINAL INSPECTIONS:**

A final inspection is required for each trade category; building, electrical, plumbing and mechanical prior to the authorization to provide utilities and schedule Certificates of Occupancy.

⇒ **RESIDENTIAL REMODELING**

The plans review and inspection requirements for residential remodeling may vary for each project. Consult with the Plans Examiner or Building Inspector for details.